

CHEVY CHASE VILLAGE
BOARD OF MANAGERS
DECEMBER 12, 2011 MEETING

STAFF REPORT

TO: BOARD OF MANAGERS
FROM: SHANA R. DAVIS-COOK, VILLAGE MANAGER 
DATE: 12/8/2011
SUBJECT: UPDATE ON RECORDS MANAGEMENT PROJECT

This report provides an update on the progress made thus far related to the management and archiving of Village records, and outlines future steps in this process.

Objectives

We have begun our review of the maintenance, archiving, and digital storage of Village records for the following reasons:

1. Space—there is a dedicated space in the bottom level of the Village Hall for archived files in addition to active files maintained on the main level of the Hall; however, we are steadily approaching full capacity, with limited on-site alternative space available.
2. Ease of retrieval for operational and reference purposes—the existing archived files have not been properly catalogued, nor have they been maintained pursuant to a consistent index or file structure. This has made several files difficult to find. This concern was made readily apparent during the Euwer litigation, and has presented operational delays when older files and documents have been sought by staff, the Board, members of the Village Committees and residents in the community.
3. Records Retention Schedule revision—the Village's schedule was last updated in November, 1982. (See Att. 1) This schedule was approved by the State Archivist many years ago and is the authorizing document for the destruction of documents that no longer have legal, fiscal or historical value, and for the transfer of permanent records to the State, but the schedule is clearly inadequate for present and future needs. An essential first step in our records management project is to develop a new records retention schedule and submit it to the State Archivist for approval.
4. Retrieval of Off-Site Files—approximately 40 boxes of the Village's files, including both very recent files and very old files, are maintained at the workplace and home of Village Legal Counsel. When required, retrieval of these files costs billable legal hours. Equally important, Maryland law discourages off-site storage of municipal records and prohibits off-site storage that is not within the control of the municipal government.
5. It is important to note that because the Village is a political subdivision of the State of Maryland, as a matter of law all of our records are in theory State records and that

any records deemed to be “permanent records” must eventually be sent to the State Archives for permanent archiving. The State Archives currently require that the original paper records be sent to them; that is, they do not accept digital records as sufficient. We are, however, at liberty to make digital copies of any paper records in our possession at any time, including those paper records that are ultimately sent to the State Archives for permanent storage.

Progress To-Date

The Board budgeted \$55,000 in FY2012 for a digital archiving system and related staffing support. (See Att. 2) During the summer months, Michael Younes and I met with several digital archiving companies to better understand the capabilities of the systems on the market. We have found a system that we prefer, which we will discuss further with the Board at a future meeting.

Assistant Board Secretary Richard Ruda attended a meeting hosted by the Village with the State Archivist and representatives from the neighboring municipalities regarding records management and the records retention schedule process. This meeting was extremely informative. We discovered that most of the surrounding municipalities are in the same position we are—currently maintaining a series of outdated documents that need to be properly catalogued, and in most cases, either reverted to the State of Maryland for permanent archival storage or destroyed. Attached please find an excerpt from my November 10 Weekly Manager’s Report to the Board of Managers detailing the content of the meeting with the State Archivist. (See Att. 3)

Proposed Timeline

Michael Younes and I have had a series of meetings with Mr. Ruda to discuss our records management requirements in-line with the above-referenced objectives. From these meetings, we have established the following list of next steps:

1. Review the municipal records retention schedules available on the State’s website—and thereby State-approved—to identify 5 to 10 schedules that appear (at this initial stage) to reflect a comparable scope for the nature of documents we possess, and a sensible and well-thought out format that we can use as templates for re-drafting our own schedule. Our hope is that our needs for the organization and storage of documents will be similar in most if not all respects to those of other municipalities whose record retention schedules have recently been approved by the State Archivist. Attached please find one such example. (See Att. 4)
2. Create our own records retention schedule based upon those that have been identified as useful templates, focused on the nature of our documents and our document needs.
3. Circulate the draft schedule to the Board for its review and discussion at the February 13, 2012 regular monthly meeting.
4. In the interim, retrieve Village files from the home of Legal Counsel both in order to bring the Village into compliance with State law and to facilitate the development of our records retention schedule. Village Counsel must, of course, retain all active files

that are in his office, but a secondary priority would be to retrieve from his office any Village files for which he no longer has any use.

5. Following the Board's approval of the draft records retention schedule, the draft will be submitted to the State's Records Management Division for its review and approval.
6. Once the State has approved our records retention schedule, we can then begin to go through our current documents, including the documents retrieved from Village Counsel, to determine those documents that can be destroyed. State law prohibits the destruction of any documents prior to the State's approval of our records retention schedule, but once the schedule has been approved we can destroy unneeded documents in a manner consistent with the schedule. We will then be able to properly assess the nature and quantity of the remaining documents that either need to be retained on-site or reverted to the State Archives.
7. Following our purge and review of the remaining files, we will assess our needs related to a digital archiving system.

Staffing, Support Needs

Our Administrative Assistant, Grace Brock, will oversee this project under my supervision; however, Ms. Brock will be going on maternity leave in mid-spring through early summer. I have begun to pursue outside staffing support, specifically part-time personnel that are currently working or have worked with neighboring municipalities in maintaining their records. Given that neighboring municipalities are simultaneously dealing with the same records retention issues that the Village faces, I am hopeful that we can, in cooperation with our neighbors, identify knowledgeable and skilful persons, well-versed in municipal government, who can perform this work for us on a contract basis.

DEPARTMENT OF GENERAL SERVICES
Records Management Division

Att. 1

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RECORDS RETENTION AND DISPOSAL SCHEDULE

Chevy Chase Village

AGENCY		DIVISION
Item No.	Description	Retention
1.	<u>Minutes, Legal, and Ordinances</u> Contained in the file are the administrative, legislative, and legal opinions from which the Board of Managers take appropriate action. Included also are such items as minutes of the board, charter, ordinances, resolutions, oaths of office, zoning information and building permits.	Retain originals permanently for eventual transfer to archival storage. Retain duplicate copies permanently in office.
2.	<u>Mini-Bonds, Bond Certificates</u> File contains copies of cancelled floating bonds with financial disclosure and general obligation certificates. Included also are citizens' comments, balloting, referendum, opinion of counsel and redeemed bonds.	Retain for three (3) years after full retirement of bond issue, then destroy.
3.	<u>Payroll Time Books</u> Contains old time books and federal W-2s of all employees on hourly wage scale from 1934-1970. This file is no longer used.	Retain in office permanently.
4.	<u>Personnel Files</u> Alphabetical arrangement containing the history of each employee actively employed with the city government. Included in the file are applications, letters of recommendation, salary changes, correspondence, citations, disciplinary actions, training records, medical information, and resignations.	Retain until termination of employment and for ten (10) years thereafter, then destroy.
5.	<u>Personnel History Card</u> File consists of a 4 x 5 history card on each employee and containing a summary of job classification, dates of employment, salary and reason for leaving.	Retain permanently.

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

11/2/82

[Signature]

[Signature]

Date

State Arch

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. C-527

PAGE
NO. 2 of 3

Item No.	Description	Retention
6.	<u>General Files</u> Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, reports, studies, surveys, investigations, press releases, newspaper clippings, legislative reference material, directives and other miscellaneous papers relating to the administration of the village of Chevy Chase.	Screen annually destroying that material no longer needed for current business. Directives and other material relating to planning and policy that illustrate the development of the village of Chevy Chase, retain permanently for archival storage.
7.	<u>Police Records</u> Contained in the file are police tickets/citations providing information such as serial numbers, name, date, violation and disposition of case; accident reports; incident reports; daily reports; and miscellaneous general correspondence.	Retain for ten (10) years, then destroy. Material having continuing legal or administrative value, retain until such value ceases, then destroy.
8.	<u>Accounting Records</u> A. <u>General Accounting Records</u> Annual Financial Reports to Local and State Agencies Assessment Lists (Field Books and Notes) Bankbooks, Statements and Deposit Slips Budget Records, Papers and Worksheets Business, Trading, Fishing and Hunting Licenses (which are renewable annually), stubs & copies Cancelled Checks, Check Copies and Check Stubs Counter Cash Books Delivery Orders, Receipts and Receiving Reports Expense Reports Gasoline Tickets Paid Bills, Vouchers and Invoices Paid Bonds and Coupons Paid Tax Bills and Paid Delinquent Tax Bills Pay and Receiving Warrants and Transmittals Payroll Exceptions Payroll Journals Receipt and Disbursement Journals Receipt Books and Receipt Copies Reconciliation and Trial Balance Sheets Requisitions and Purchase Orders Tax Collection Books Time Sheets and Mileage Reports Withholding Forms and Statements (Federal & State)	Retain permanently in office.

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. C-527

PAGE
NO. 3 of 3

Item No.	Description	Retention
	<p>B. <u>Special Accounting Records</u></p> <p>Assessment Books Books of Final Entry - General Ledgers Employee Roster, Card File, or History Cards</p> <p>Audit Reports</p>	<p>Retain permanently.</p> <p>Retain permanently.</p>
9.	<p><u>Legal (AGL)</u></p> <p>These are the personal files of Arthur G. Lambert for the years 1951-1972 containing specialized subject matters undertaken by the city's legal counsel during zoning, annexation, and growth of the city.</p>	<p>Retain in office permanently.</p>
10.	<p><u>Ballots</u></p> <p>File contains completed election ballots for any and all city elections.</p>	<p>Retain for three (3) years, then destroy.</p>

Expenditure Detail Sheet

Administration/Capital Contracts Equipment

Category	Equipment	Date Last Modified	February 14, 2011
Department	Administration/Capital Contracts	Funding Source	Tax-Based/ <i>SafeSpeed</i>
Zone Location	3	Status	Ongoing

EST. EXPENDITURE SCHEDULE (dollars in thousands)

Equipment Type	Total	Est. FY11	Total 6 Years	FY12	FY13	FY14	FY15	FY16	FY17	Beyond 6 Years
Village Computer Servers	5	0	5	0	5	0	0	0	0	11
Digital Archiving System	55	0	55	30	5	5	5	5	5	0
Copier/Scanner/Fax	0	0	0	0	0	0	0	0	0	15
Total	60	0	60	30	10	5	5	5	5	26

EST. FUNDING SCHEDULE (dollars in thousands)

Tax-Based	30	0	30	15	5	2.5	2.5	2.5	2.5	13
<i>SafeSpeed</i>	30	0	30	15	5	2.5	2.5	2.5	2.5	13
Grants/Reimbursements	0	0	0	0	0	0	0	0	0	0
Total	60	0	60	30	10	5	5	5	5	26

EST. OPERATING BUDGET IMPACT (dollars in thousands)

Labor/Maintenance			0	0	0	0	0	0	0
Materials/Equipment			0	0	0	0	0	0	0
Total			0	0	0	0	0	0	0

Description

This equipment will ensure the continuity of operation of Village government while ensuring the State mandates are met through record retention and preservation. Due to the need for this equipment to be used by other departments in the support of the Village *SafeSpeed* program a certain percentage of the expenditures would be eligible to be paid out of the *SafeSpeed* revenues.

- The replacement of the Village's two (2) computer servers would tentatively scheduled in FY14 with the Village's accounting system server and beyond the current CIP for the Village's main data server.
- The creation of a Digital Archiving System for FY2012 will carry an initial \$25K setup charge for software and hardware systems in addition to the \$5K ongoing data storage and labor to conduct the archiving. For FY13 – FY17 the ongoing system costs are \$5K for data storage and labor.
- As equipment lifespan dictates the need may arise for the replacement of the Village copier/scanner/fax machine. However, currently this is not anticipated but will remain on of the CIP as a placeholder in the "Beyond Six Years" timeframe.

Estimated Schedule

This equipment would be purchased on an as needed basis and as the equipment's lifespan dictated.

Cost Change

There have been no cost changes.

Justification

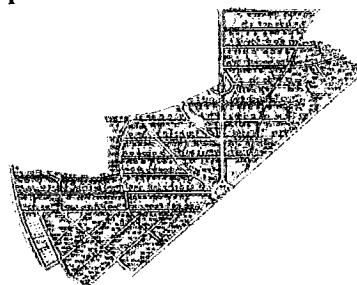
This equipment as described above would ensure the continuity of operations of the Village government while ensuring that State mandates are met through record retention and preservation.

Other Disclosures

None

Coordination
Board of Managers
Administration/Capital Contracts

Map



Village Records, Update on Capital Project

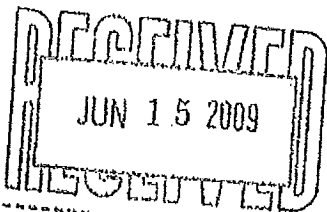
When the current fiscal year's budget was approved by the Board last spring, \$30,000 was approved for the acquisition of a digital archiving system for the digitization of a backlog of Village records, plus an additional \$25,000 for the labor to scan these documents. This is a critical project that will allow us to work more efficiently by maintaining our records in a more accessible format; decrease our dependence on Village Counsel by bringing several of his files back into our possession, thereby yielding a cost savings by decreasing legal expenses; standardize our reference of historic data and records to better understand rationale for prior actions by Village management; maximize available, yet rapidly decreasing, space within the Village Hall; and ensure continuity of Village operations if there is a disaster or other emergency that destroys hard copies of vital Village records.

Over the summer, Michael Younes and I met with several companies that offer digital archiving systems. The costs and functionality of these systems varied greatly, but increased our understanding of the available options. Earlier this month, Michael and I met with Mr. Ruda regarding what we had learned about the available technology and to discuss the Village's outdated Retention Schedule.

A Retention Schedule is a document required by the State that outlines the varying types of documents maintained by the local government, how long, in what form and where these documents will be retained during its useful life. This schedule is approved by the State's Department of General Service's Records Management Division and is recorded in the State Archives. The Village has not updated its Retention Schedule since 1982.

I invited the Acting Director of the State Archives' Office of Appraisal and Description, Ms. Kathryn Baringer, to the Village Hall earlier this week to better understand the State laws regulating municipal records and Retention Schedules. Since this is an issue affecting various municipalities, I invited representatives from all of the surrounding jurisdictions. The presentation was well attended with representatives from 9 of the 11 Chevy Chase municipalities in attendance. Mr. Ruda and I spoke briefly after the meeting and agreed that the wealth of information we gained forces us to re-examine our approach to the long-term archiving of essential Village records. Mr. Ruda, my staff and I are scheduled to meet next week to discuss next steps so we can provide the Board with more information at your meeting in December.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. M258 Page 1 of 5
Agency Town of University Park		Division/Unit General Government
Item No.	Description	Retention
101	Minutes: Council Meetings (Regular & Special) Summary of Work Sessions Council Standing Committee Meetings Special Committee Meetings/Hearings Council Executive Sessions	Permanent * Permanent * Permanent * Permanent *
102	Tape Recordings & Audio CDs of: Council Meetings Work Sessions Public Hearings	Retain 1 year then destroy.
103		Permanent *
104	Charter Resolutions	Permanent *
105	Code Resolutions	Permanent *
106	Ordinances	Permanent *
107	Proclamations	Permanent *
	Election Results	Permanent *
*Retain permanently for eventual transfer to State Archives.		



Schedule Approved by Department, Agency, or Division Representative. Date <u>April 14, 2009</u> Signature <u>[Signature]</u> Typed Name <u>John Rogard Tabori</u> Title <u>Mayor, Town of University Park</u>	Schedule Authorized by State Archivist Date <u>2 Jun 09</u> Signature <u>[Signature]</u>
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**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)**

Schedule No. M258

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Agency
Town of University Park

Division/Unit
General Government

Item No.	Description	Retention
108	Legal Ads: Charter & Code Amendments Election Notices Financial Statements Job Opportunities Other miscellaneous ads	Permanent * Retain 3 years then destroy. Permanent * Retain 3 years then destroy. Retain 3 years then destroy.
109	Expired and completed Contracts & Agreements	Retain 3 years then destroy.
110	Expired Insurance Policies	Retain 4 years then destroy.
111	Deeds for Town owned Property	Permanent *
112	Financial Disclosure Statements	Permanent *
113	Official Correspondence: Received-Email or paper Sent-Email or paper	Screen and retain permanently, both hardcopy and electronic, any materials that serve to document the origin, development, functions and accomplishments of the Town. Transfer periodically to the State Archives in accordance with Archives' rules and regulations. Retain all other material, both hardcopy and electronic, for 4 years then destroy.
114	Legal Opinions	Permanent *
115	Health Insurance Plans/Applications	Retain current plus 1 additional year then destroy.
116	Administrator's Subject Files	Retain 4 years then destroy.
117	Chronological Files: Senior Administrators	Retain 4 years then destroy.
118	Active Personnel Files	Retain until no longer employed. (see item 119)
119	Inactive Personnel Files	Retain 10 years then destroy.
120	Personnel Applications	Retain 1 year then destroy.
	* Retain permanently for eventual transfer to State Archives.	

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No. M258
		Page 3 of 5
Agency Town of University Park		Division/Unit General Government
Item No.	Description	Retention
121	County Bills & Resolutions	Screen annually and retain permanently* all material which has continuing administrative, fiscal, legal or historical value. Transfer periodically to State Archives. Retain all other materials for two (2) years then destroy.
122	Department Administrative Files	Retain 3 years then destroy.
123	Plans: Washington Gas Light Company WSSC (Washington Suburban Sanitary Commission) Verizon PEPCO	Retain until superseded then destroy.
124	Working Files for Projects, Maintenance Contracts	Retain until completion of project then destroy.
125	Maps of City Streets, Rights of way, Town Property, Storm Sewers, Surveys, Plats, Elevations, etc.	Permanent *
126	Architectural Drawings for Town Buildings	Permanent *
127	Town Permits	Retain 1 year after completion then destroy.
128	Architectural Drawings & Site Plans: Submitted with Town Permit Applications Submitted to Town for Comment	Retain 1 year after completion then destroy.
129	Paid Bills	Retain 3 years then destroy.
130	Receipt Copies	Retain 3 years then destroy.
131	Audited Financial Statements and Uniform Financial Reports	Permanent *
* Retain permanently for eventual transfer to State Archives		

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No. M258 Page 4 of 5
Agency Town of University Park		Division/Unit. General Government
Item No.	Description	Retention
	Code Enforcement Office	
201	Rental License Application & License	Permanent *
202	Violation Notices	Retain until expiration, renewal or otherwise superseded then destroy.
203	A thru Z-General Information	Screen and retain permanently* materials which serve to document the origin, development, functions and accomplishments of the Code Enforcement Office. Transfer periodically to the State Archives. Destroy other material no longer needed for current operation.
*Retain permanently for eventual transfer to State Archives.		

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)**

Schedule No. M258

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Agency
Town of University Park

Division/Unit
General Government

Item No.	Description	Retention
	Department of Public Works	
301	Interdepartmental Memorandum	Screen annually and retain permanently* all materials which serve to document the origin, development, functions and accomplishments of the Department. Transfer periodically to the State Archives. Retain all other materials 4 years then destroy.
302	Purchase Orders	Retain 4 years then destroy.
303	Time Sheets	Retain 4 years then destroy.
304	Vehicle Maintenance Records and Statistics	Retain until vehicle is disposed of plus 4 years then destroy.
305	Work Orders	Retain 6 weeks then destroy.
306	Special Trash Requests	Retain 6 weeks then destroy.
307	Daily Department Work Records	Retain 4 years then destroy.
308	Official Correspondence	Screen and retain permanently* all materials which serve to document the origin, development, functions and accomplishments of the Department. Transfer periodically to the State Archives. Retain all other material 4 years then destroy.
*Retain permanently for eventual transfer to State Archives.		

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. M-168

Page 1 of 4

Agency EASTON POLICE DEPARTMENT

Division/Unit RECORDS

Item No	Description	Retention
1.	GENERAL CORRESPONDENCE – Subject arrangement of original letters, copies of outgoing letters, memorandums, studies, reports, police and other materials related to the administration of the agency.	Screen annually and destroy that material no longer needed for current business.
2.	GENERAL ACCOUNTING RECORDS – Files contain office copies of goods received, memoranda, billing invoices, expense/ travel reports, requisitions, petty cash vouchers, mileage reports, direct payment forms, paid bills, ticket books, purchase orders, deposit slips, receipt books, etc.	Retained by the Town Office.
3.	PAYROLL – Contains copies of all time sheets, originals of leave and overtime requests. Original time sheets maintained by the Town of Easton.	Retain for one (1) year, unless superseded by grant restrictions, then destroy.
4.	DEPARTMENT PERSONNEL FILES – Files contain information on current employees. Files may contain, but not limited to, evaluations, training records, summary of disciplinary actions, complimentary letters, awards, promotional process results, etc. Official personnel files are maintained by the Town of Easton.	Screen annually and destroy that material no longer need for current reference. Retain remaining items for five (5) years after separation, then destroy.
5.	MEDICAL FILES - May contain, but not limited to, drug screening results, officer injury reports, psychological and physical exam results, doctor's notes, and correspondence pertaining to medications taken by the employee.	Retain for five (5) years after separation, then destroy.
6.	BACKGROUND INVESTIGATIVE FILES – Files maintained on current employees that contain information compiled through the hiring process. Includes, but not limited to, application, employment, reference, neighborhood, criminal and credit checks, copies of birth certificate, driver's license, high school diploma and transcripts, and investigative summary report, etc.	Retain for five (5) years after separation, then destroy.

Approved by Department, Agency, or
Division Representative.

Date February 6, 2002

Signature

Type Name

George M. Harvey

Title

Chief of Police

Schedule Authorized by State Archivist.

Date

MAR 25 2002

Signature

Edward C. Papenfuss

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No. M-168

Page 2 of 4

Item No	Description	Retention
7.	IA FILES – Contains investigative information and report, action taken and related correspondence on complaints filed, internally and externally, against employees.	Retain five (5) years after separation, then destroy. May be expunged according to law.
8.	EMPLOYMENT APPLICATION & SELECTION FILES – Contains all applications, correspondence, testing results and information related to the hiring process. Applications are filed by position and chronologically.	Applicants not selected to go through the hiring process are retained for one (1) year. Applicants who go through the process, but are not hired, are maintained for three (3) years, then destroyed.
9.	SPECIAL ASSIGNMENT PROCESS FILES – Contains all information pertaining to advertisement, resumes, interviews, tests, scoring, and other applicable testing criteria and selection decision. They are arranged by process and date.	Retain for three (3) years after conclusion of process, then destroy.
10.	PROMOTIONAL PROCESS FILES – Filed by rank and date. They contain copies of professional resumes, tests and supervisory appraisals on candidates for potential promotion. Access is limited to the member's Commander and Administration Division.	Retain for five (5) years after list expires, then destroy.
11.	BUDGET – Contains information pertaining to the finances of the department and is used for the daily operation of the department. Original submissions maintained by the Town of Easton.	Retain annual submissions for five (5) years, then destroy.
12.	STATISTICAL REPORTS – Monthly, quarterly and annual reports of productivity.	Retain for five (5) years, then destroy. UCR reports maintained one (1) year, then destroyed.
13.	DISSEMINATION LOGS – (CJIS) Records of all criminal history record information that is released.	Retain three (3) years, then destroy.
14.	TOW LOGS – Report of all vehicles towed. Information contains date, time, tow company, response time, location and requesting officer.	Retain one (1) year, then destroy.

Approved by Department, Agency, or Division Representative.

Date February 6, 2002

Signature

Type Name George M. Harvey

Title Chief of Police

Schedule Authorized by State Archivist.

Date

MAR 25 2002

Signature

Edward C. Papenfuss

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. M-168

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Agency: **EASTON POLICE DEPARTMENT**

Division/Unit **RECORDS**

Item No	Description	Retention
15.	CAD – CALLS FOR SERVICE – Computer generated reports of daily events for each shift. Included is a short narrative, officers responding, time, date and disposition. Tracked by Julian numbering system.	Retain printouts for one (1) year, then destroy.
16.	AUDIO TAPES – Recording of phone and radio system in the Communications Center.	Retain for one (1) year, then erase for reuse.
17.	MISCELLANEOUS FILES - Includes, but not limited to, teletypes sent to the department, press releases, gas tickets, bulletin board notices, cease and desist and no trespassing notices.	Retain for thirty (30) days, then destroy.
18.	WARRANTS/CRIMINAL SUMMONS – File contains original warrant/summons, printout of entry into MILES/NCIC, and warrant service log.	Retain until warrant is served or re-called by the Courts.
19.	WARRANT/SUMMONS BOOK – File includes tracking number issued to each warrant/summons. Additional information listed is return date, name, charge, date served or re-called and officer.	Retain for five (5) years, then destroy.
20.	ACCIDENT REPORTS – Reports and photographs of all accidents investigated.	Retain hard copy for five (5) years, then destroy.
21.	FIELD INTERVIEW REPORT – File includes one (1) copy of FIR's.	Retain hard copy for five (5) years, then destroy.
22.	STATE OF MD TRAFFIC CITATIONS – File includes a single copy of each State traffic citation issued.	Retain hard copy for three (3) years after issue, then destroy.

Approved by Department, Agency, or Division Representative.

Date February 6, 2002

Signature *George M. Harvey*

Type Name George M. Harvey

Title Chief of Police

Schedule Authorized by State Archivist.

Date MAR 2 5 2002

Signature *Edward C. Papenfuss Jr*

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. M-168

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Agency **EASTON POLICE DEPARTMENT**

Division/Unit **RECORDS**

Item No	Description	Retention
23.	JUVENILE ARREST FILES – Includes photo of subject with pertinent information on the back, to include, but not limited to, name, address, arrest number, height, weight, race, occupation, school, scars, place of birth, date of offense, CCR#, charge and disposition.	Retain for twelve (12) years, then destroy.
24.	ADULT ARREST FILES – Includes photo of subject, Easton Police Department and MD State fingerprint cards, information including, but not limited to, name, arrest number, address, height, weight, sex, age, eyes, hair, complexion, occupation, school, scar, disposition, social security number, MD driver's license number, tracking number and officer.	Retain until deceased or for seventy-five (75) years, which ever comes first, then destroy.
25.	DWI ARREST FILES – Includes original reports of DR15A, Advise of Rights, Alcohol Influence Report and citation(s).	Retain for ten (10) years, then destroy.
26.	CRIMINAL REPORTS – Files include all original felony offense reports used to document official police actions regarding reported crimes. Files also include copies of forms which contain specialized information relating to the original document.	Retain for seventy-five (75) years, then destroy.
27.	MISDEMEANOR CRIMINAL REPORTS – File includes original offense report requiring police involvement.	Retain for five (5) years, then destroy.
28.	INCIDENT REPORTS (Non-criminal Reports) – Files include miscellaneous police activity, suspicious conditions, found property, damaged departmental property and other miscellaneous administrative activity.	Retain one (1) year, then destroy.
29.	EXPUNGED RECORDS – Files expunged by Court Order are sealed and placed in a locked fire-proof file cabinet. All reference to include photo, print cards, arrest card, arrest sheet from arrest book and report if applicable.	Retain sealed files for three (3) years after Expungement date, then destroy.

Approved by Department, Agency, or Division Representative.

Date February 6, 2002

Signature 

Type Name George M. Harvey

Title Chief of Police

Schedule Authorized by State Archivist.

Date MAR 25 2002

Signature 